



**OFFICE**



**POLITICS**



# **TWELVE POINT GUIDE TO OFFICE POLITICS**

**Success in the work place depends on demonstrating competency in 3 major areas:**

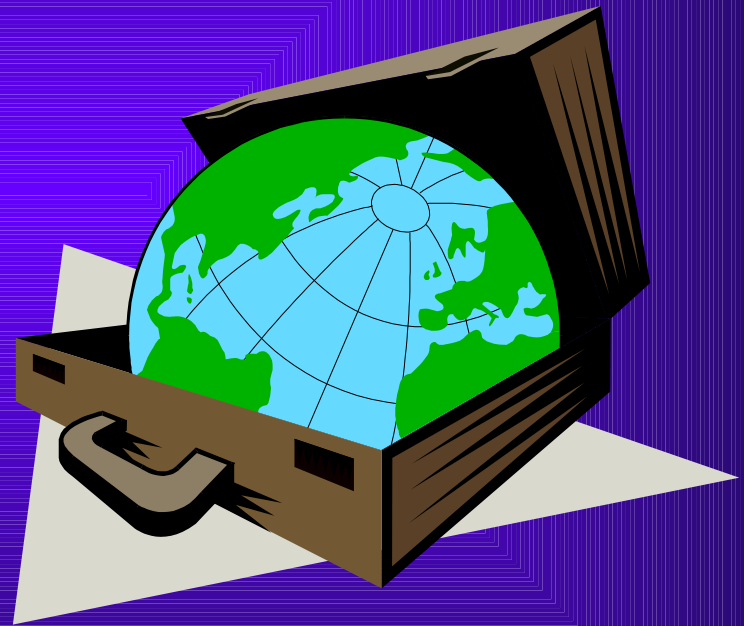
**Performing your assigned task(s)  
consistently well**

**Understanding the culture (written  
and unwritten rules) of your  
organization**

**Getting along well with others**

# **RULE #1: KNOW YOUR ORGANIZATION'S CULTURE**

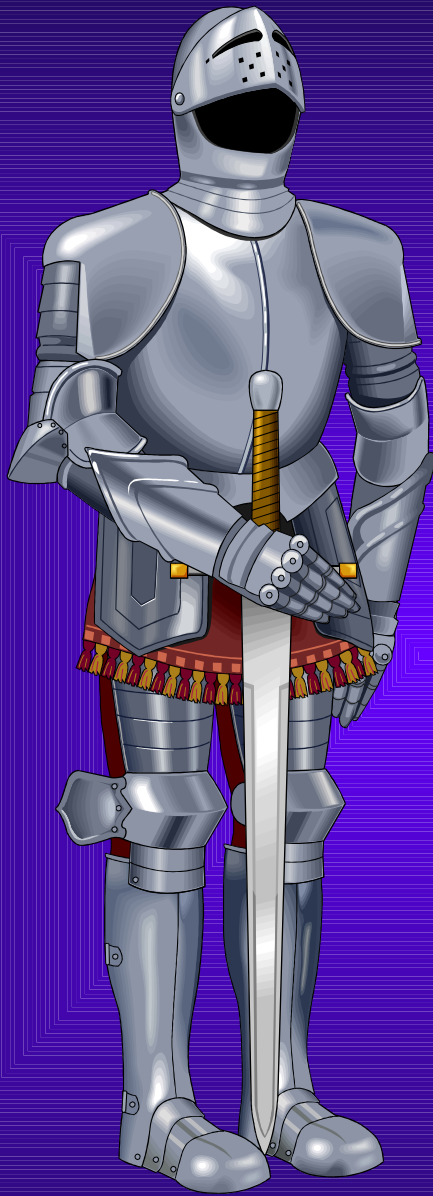
**Study your  
organization's  
mission**



## **RULE #2: DO YOUR JOB 100%**

**Pay attention  
to your job**





**RULE #3: PICK YOUR  
BATTLES AND CHECK  
YOUR BIASES**

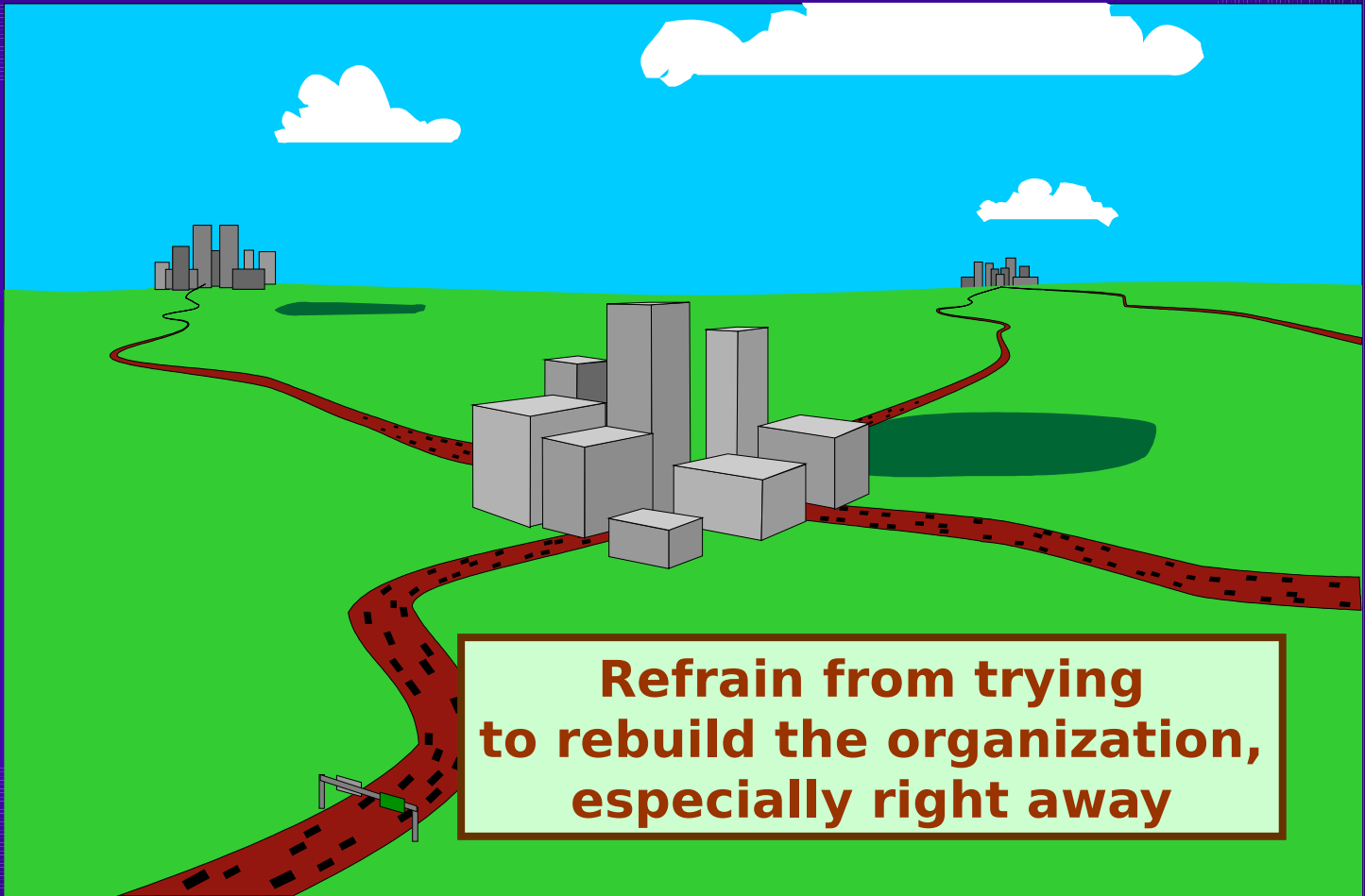
**Right, better, or  
just different??**

# **RULE #4: SHOW OFF WHAT YOU CAN DO WITHOUT SHOWING OFF!**

**Demonstrate your  
knowledge  
instead of talking about it**



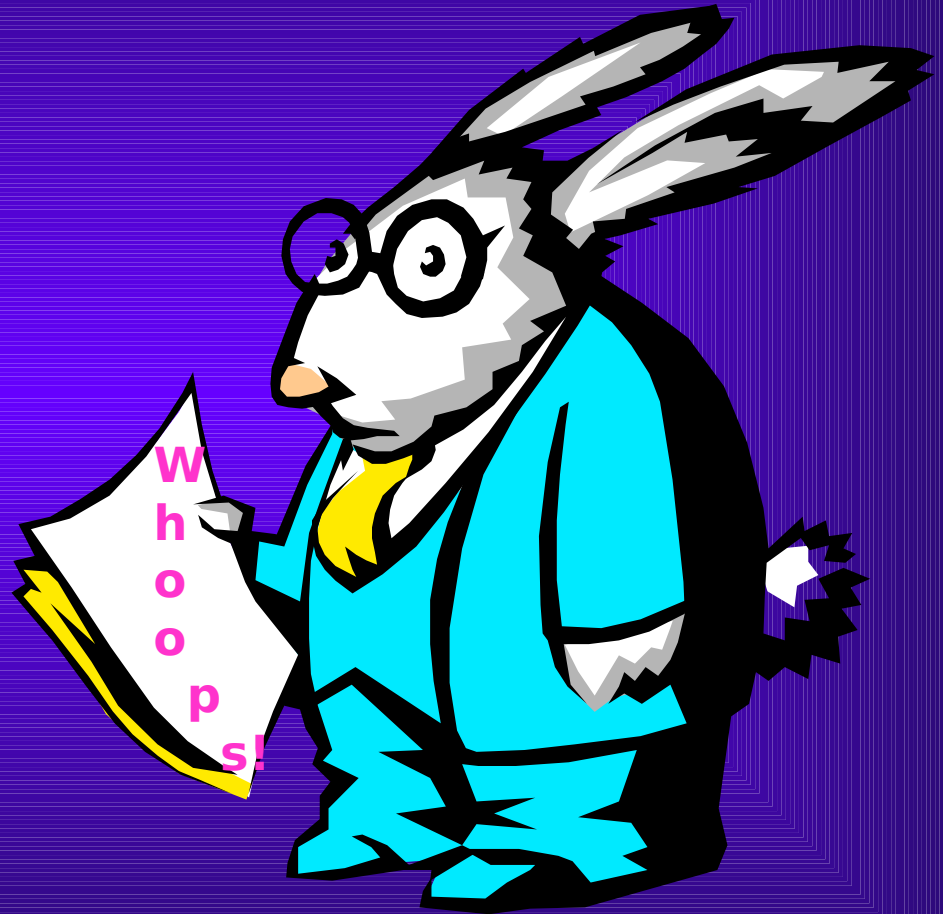
**RULE #5: BIDE YOUR TIME - GOOD  
IDEAS ARE THE ONES THAT GET SOLD**





**RULE #6: MISTAKES AND PROBLEMS ARE  
LIFE'S WAY OF BROADENING OUR COMPETENCY**

**Admit your  
mistakes**



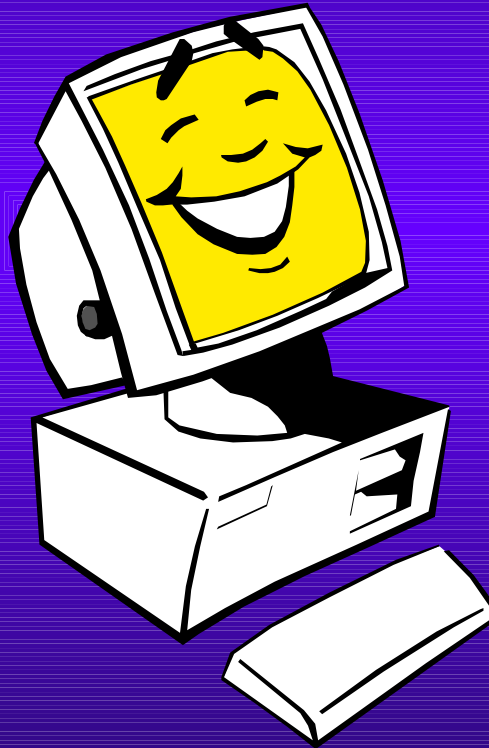


# **RULE #7: UNDERSCORE COMPETENCY WITH POSITIVE ACTIONS - NEVER EXCUSES**




**Avoid making  
excuses with  
a mighty  
vengeance**

**RULE #8: BE NICE (TO EVERYONE)!**  
**AFTER ALL YOU NEVER KNOW WHO**  
**KNOWS WHOM?!?**



**Learn and  
practice  
exquisite  
manners  
and attention  
to protocol**



**RULE #9: YOUR IMAGE MUST SAY AT ALL  
TIMES, TAKE ME SERIOUSLY, I MEAN  
BUSINESS -- THERE IS ALWAYS A DRESS  
CODE, BOTH PHYSICAL AND  
ENVIRONMENTAL**

**Pay careful  
attention to  
your professional  
image**

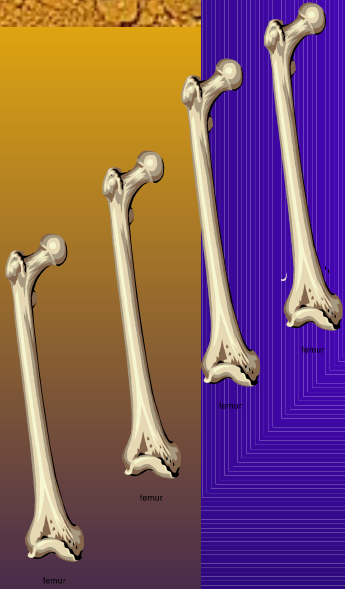


**RULE #10: A TEAM WILL ALMOST ALWAYS  
OUTPERFORM AN INDIVIDUAL EFFORT**



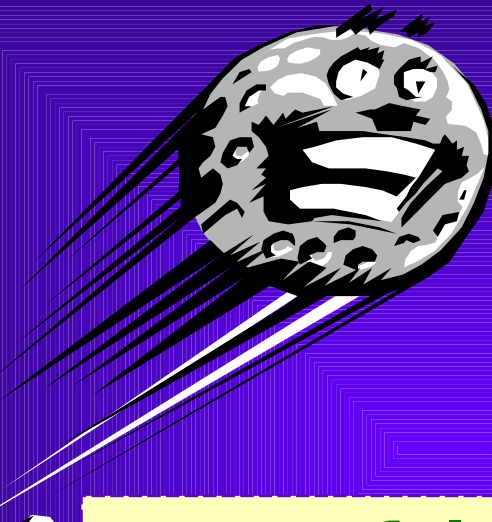
**Be a team  
player**

# **RULE #11: STICKS AND STONES WILL BREAK YOUR BONES BUT WORDS WILL HURT YOU**



**Be sociable  
and  
pleasant  
at all times  
without  
being  
a “busy  
body”**

**RULE #12: WHAT GOES AROUND  
COMES AROUND!**



**Be careful about using  
people to promote  
your own interest**





**“POLITICS IS THE ART OF  
THE POSSIBLE”**

**Otto Van Bismark, Prussian Statesman**



**“PERSONAL RELATIONSHIPS ARE THE FERTILE SOIL  
FROM WHICH ALL ADVANCEMENT, ALL SUCCESS,  
ALL ACHIEVEMENT IN REAL LIFE GROWS”**

**BEN STEIN**